

## LEGISLATIVE SUMMARY SHEET

Tracking No. 0270-18

**DATE:** August 6, 2018

**TITLE OF RESOLUTION:** PROPOSED STANDING COMMITTEE RESOLUTION, AN ACTION RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; AMENDING AND APPROVING THE PLAN OF OPERATION FOR THE ADMINISTRATIVE SERVICE CENTERS

**PURPOSE:** The purpose of the legislation is for the Resources and Development Committee, through its final approval authority over amendments to plans of operations of divisions under Resources and Development Committee, to approve amendments to the Administrative Service Centers as provided in the legislation.

This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate to review each proposed resolution in detail.

5-DAY BILL HOLD PERIOD: None  
Website Posting Time/Date: 5:01pm 8/12/18  
Posting End Date: 8/14/2018  
Eligible for Action: 8/12/2018

PROPOSED STANDING COMMITTEE RESOLUTION  
23<sup>rd</sup> NAVAJO NATION COUNCIL -- Fourth Year, 2018

INTRODUCED BY



(Prime Sponsor)

TRACKING NO. 0270-18

AN ACTION

RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; AMENDING  
AND APPROVING THE PLAN OF OPERATION FOR THE ADMINISTRATIVE  
SERVICE CENTERS

**BE IT ENACTED:**

**SECTION ONE. AUTHORITY**

- A. The Navajo Nation Council established the Resources and Development Committee as a standing committee of the Navajo Nation Council. The Resources and Development Committee is empowered to conduct legislative oversight functions for the Division of Community Development. 2 N.N.C §§ 500 (A) and 501 (C) (1).
- B. The Resources and Development Committee has the authority to grant final approval amendments to of Plans of Operation for divisions or departments under the Committee's oversight. 2 N.N.C. § 501 (B) (2) (g).

**SECTION TWO. FINDINGS**

- A. The last revision to the Plan of Operation for the Administrative Service Centers was in 2016 and approved by the Resources and Development Committee of the Navajo Nation Council as part of the Master Plan for the Division of Community Development in Resolution RDCO-77-16.

1 B. RDCO-77-16 approved various Plans of Operation for programs within the Division of  
2 Community Development including the approval of the Administrative Service Centers  
3 at Section 6 which incorporated an appended RDCO-77-16 "Exhibit D".

4 C. The Division of Community Development Administrative Service Centers has  
5 submitted a revised Plan of Operation with stricken and underscored language and is  
6 attached hereto as **Exhibit 1**.

7 D. The final clean version of the plan of operation will be provided by the Administrative  
8 Service Centers.

9 E. An Executive Official Review by the Department of Justice of the revised Plan of  
10 Operation is currently pending.  
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12 **SECTION THREE. APPROVING THE AMENDED ADMINISTRATIVE SERVICE**  
13 **CENTERS PLAN OF OPERATION**

14 A. The Navajo Nation hereby amends the Plan of Operation for the Administrative Service  
15 Centers within the Division of Community Development, as set forth in attached  
16 **Exhibit 1**.

17 B. The Amended Plan of Operation for the Administrative Service Centers approved  
18 herein shall supersede the previous Plan of Operation for the Administrative Service  
19 Centers approved through Resolution RDCO-77-16 Section 6.  
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EXHIBIT-D

## PLAN OF OPERATION

### ADMINISTRATIVE SERVICE CENTERS DIVISION OF COMMUNITY DEVELOPMENT

#### I. ESTABLISHMENT

~~There is hereby established~~ In 2016, by Resolution Number RDCO-77-16, the Administrative Service Centers (ASC) within the Division of Community Development (DCD) of the Navajo Nation was established.

#### II. PURPOSE AND GOALS

A. ~~The purpose of the ASC shall be to provide administrative support, technical assistance and guidance to chapters is:~~

1. To provide training and technical assistance to Chapters in becoming self-governing units of local government.
2. To ensure Chapters comply with all Navajo Nation fiscal policies, procedures, and laws.
3. To establish sustainable Chapter operations.
4. To preserve public trust in government.

~~B. The goals of the ASC shall be to:~~

- ~~1. Promote Local Governance Act certification~~
  - ~~a. Provide technical assistance and guidance;~~
  - ~~b. Implement Local Governance Act transition plan;~~
  - ~~c. Implementation of the Five Management Systems~~
- ~~2. Assist with Post Local Governance Act Certification activities~~
  - ~~a. Alternative Form of Government (AFOG);~~
  - ~~b. Contract requirements;~~
  - ~~c. Zoning, taxation, leasing, and other ordinances~~
- ~~3. Enhance Human Resource and Professional Development~~
  - ~~a. Capacity building;~~
  - ~~b. Accredited training and education;~~
  - ~~c. Partnerships; and~~
  - ~~d. Proposal/Grant writing skills.~~

B. The goals of the ASC shall be as follows:

1. Train and provide technical assistance to Chapters to incorporate the Local Governance Act (LGA), 26 N.N.C. §§ 1 et. seq. into the Chapter's policies and procedures by:
  - a. Providing technical assistance, administrative support, professional development, and financial management to support accountability;
  - b. Train and provide technical assistance to Chapters on how to continually improve and implement excellent customer service, leadership development, professional development practices, protecting confidential information, creating and implementing a records management system, protecting and reporting misuse of Chapter funds and property;
  - c. Instructing Chapters to pass and implement valid Chapter resolutions, and Fiscal and Records Policies Procedures in compliance with Navajo Nation laws and policies;
  - d. Training Chapters to appropriate and use funds and allocations in accordance with all Navajo Nation, federal and state laws;
  - e. Assisting Chapter Officials and Chapter Administration staff to implement and develop collaborative community projects;
  - f. Assisting Chapters to coordinate with Chapter Officials, Administration and membership to implement and Five Management System (FMS), and other Navajo Nation laws and policies to run an efficient local government unit.
2. Provide Technical Assistance as follows:
  - a. Assist Chapters in coordinating quarterly Chapter training, and provide assistance to Chapter Officials and Chapter Administration on how to improve their Chapter administrative functions including but not limited to: writing, recording, and submitting Chapter meeting minutes;
  - b. Assist Chapters with the implementation of their Five Management System (FMS);
  - c. Train and provide technical assistance to Chapters to maintain or increase quorum requirements.
  - d. Facilitate and coordinate with Chapters to contact, collaborate, and establish rapport with the Navajo Nation departments to develop and update their Community Land Use Plan (CLUP) pursuant to 26 Navajo Nation Code (N.N.C.) 1 et seq.
3. Enhance Administrative Support as follows:
  - a. Explain and teach Chapters the importance of the pre-procurement activities, working with the Business Regulatory Department (BRD) to fulfill procurement laws, and the contract requirements pursuant to 26 N.N.C. § 2002 et seq.;
  - b. Train and provide technical assistance to Chapters to conduct and



- record physical inventory of all Chapter assets;
  - c. Train and provide technical assistance to Chapters to conduct Chapter business in accordance with the FMS, Budget Instruction Manual (BIM), Navajo Nation Personnel Policies, and other Navajo Nation policies and procedures; and
  - d. Train and provide technical assistance to Chapters to locate, use, and fill out proper forms, reports and templates prescribed by Navajo Nation laws and policies.
- 4. Enhance Professional Development and Team Building as follows:
  - a. Conduct and/or coordinate training to improve work performance and human relations through team building and leadership training;
  - b. Train and provide technical assistance to Chapter Administration to provide friendly and professional customer service to its community members; and
  - c. Coordinate training related to the ethical conduct and behavior.
- 5. Promote Financial Accountability as follows:
  - a. Train and provide technical assistance to Chapters in developing an efficient financial system by monitoring and ensuring all funds appropriated to the Chapters are accounted for and expended in compliance with the Chapter's approved budget and are disbursed, recorded, reconciled and monitored in accordance with the BIM, Appropriations Act, the LGA, and all other applicable Navajo Nation, state and federal laws;
  - b. Provide hands-on training to Chapters to reconcile and manage their budgets;
  - c. Assist Chapter Officials and Chapter Administration to meet the monthly and quarterly reporting, properly reporting and documenting use of Chapter funds, reconciling Chapter budgets and expenditures;
  - d. Train and provide technical assistance to Chapters to enter data into the WIND system, filling out correct forms, and processing the payments on a timely basis;
  - e. Train and provide technical assistance to Chapters to maintain and safeguard all Chapter funds and assets in accordance with the Chapter's FMS, N.N.C. 12, 24 and 26, assist Chapters use appropriate budget documents, revisions, and provide training on insurance, travel, Chapter resolutions, records management and backing up protected financial and non-financial information;
  - f. Conduct fiscal monitoring and report Chapter activities in non-compliance of their fiscal management duties and responsibilities and take actions as deemed necessary to report it to the appropriate authorities;

- g. Monitor and ensure all Chapter budgets and expenditures are in compliance with applicable Navajo Nation laws and policies; and
- h. Train and provide technical assistance to Chapters with the corrective action plan related to audits, provide training to help Chapters correct their audit findings as shown in their Correction Action Plan (CAP), and implement corrective measures for a successful audit.
- i. Prepare Chapters to become LGA certified with an approved FMS, and to assist certified LGA Chapters incorporate policy and the FMS.

### III. PERSONNEL AND ORGANIZATION

#### A. PERSONNEL

- 1. ~~The Executive Director shall designate the ASC Department Manager to oversee the operation of the ASC and the non-LGA Certified Chapter Administration Staff in accordance with applicable Navajo Nation laws and policies.~~
- 2. ~~The ASC Manager shall be authorized to recommend additional professional, technical, and administrative positions as needed to carry out the organizational purposes and objectives.~~
- 3. ~~Additional positions shall be established in accordance with the Navajo Nation Personnel Policies Manual and pursuant to applicable rules established for conducting the annual budget process.~~
- 4. ~~The ASC shall be staffed to accomplish the purpose, goals and objectives as provided herein.~~
- 1. The ASC Department Manager shall manage the ASC operation and supervise the ASC staff in accordance with applicable Navajo Nation laws and policies.
- 2. The ASC Department Manager shall hire personnel as may be deemed necessary to carry out the purposes and goals as funds are available.

#### B. ORGANIZATION

- 1. ~~The ASC shall consist of these functions necessary to accomplish the purpose cited:~~  
~~Administration;~~  
~~Chapter planning;~~  
~~Compliance/monitoring; and~~  
~~Chapter legal services through the Department of Justice~~

~~The Organizational Chart for the Administrative Services Centers is attached as Attachment D-1, and incorporated herein.~~

1. The Department Manager shall manage the eight (8) centers, and each center shall consist of the following staff:
  - a. Senior Programs and Projects Specialist;
  - b. Administrative Service Officer;
  - c. Office Specialist; and
  - d. Other Staff as deemed appropriate by ASC Manager, as provided for in Section IV.
2. The Organizational Chart for the ASC is attached as Attachment "A". The organizational chart also includes the Resource and Development Committee as legislative oversight, as provided for in Section V (1). The organization chart displays how ASC works with Chapter Officials and Chapter Administration staff to provide technical assistance, as provided for in Section IV.

#### **IV. AUTHORITIES, DUTIES AND RESPONSIBILITIES**

- A. The ASC Department Manager shall:
  1. Develop and implement the overall administrative policies and procedures necessary for effective management of the ASC.
  2. Conduct periodic reviews and evaluation of ASC employees of staff and program effectiveness and present operating budgets for the appropriate committees of the Navajo Nation Council.
  - ~~3. Represent the ASC at the Navajo Nation, county, state, and federal levels.~~
  3. Prepare and present annual ASC operating budget to the Navajo Nation President and appropriate committees of the Navajo Nation Council.
  4. Represent the ASC at the Navajo Nation.
  5. Develop working relationships among Chapter officials, Chapter Administration, ASC staff, Navajo Nation Chapters, departments, divisions, and agencies.
  6. Carry out other responsibilities as assigned by the Executive Director.
- B. The ASC shall have the following duties and responsibilities:
  - ~~1. Assist in monitoring pre-procurement activities.~~



- ~~2. Monitor and ensure implementation of the Five Management System and accounting services.~~
- ~~3. Prepare written reports for presentations at chapter meetings and planning sessions.~~
- ~~4. Assist to secure additional revenue and in-kind contributions from the Navajo Nation and other funding agencies consistent with the Navajo Nation Ethics in Government Law, 2 N.N.C. § 3741 et. seq..~~
- ~~5. Ensure that the chapters' expenditures are in compliance with applicable Navajo Nation, federal, and state laws or grant agreements.~~
- ~~6. Assist chapters with developing corrective action plans for audit findings.~~
- ~~7. Assist chapters that have been sanctioned by the Budget and Finance Committee of the Navajo Nation Council with budget review and approval so funds can be disbursed.~~
- ~~8. Assist chapters in finalizing and processing of payroll and tax liabilities.~~
- ~~10. Assist chapters with data entry and uploading accounting and budget information into the governmental accounting software and online budget application.~~
- ~~11. Ensure chapter compliance with monthly/quarterly financial reporting requirements and the Five Management System Policies and Procedures.~~
- ~~12. Carry out other responsibilities as assigned by the Executive Director.~~

1. Monitor and ensure all Chapter's budgets and expenditure are in compliance with applicable Navajo Nation laws, and policies and other agreements.
2. Provide hands-on training to Chapter Administration entering data into the WIND system.
3. Coordinate training for Chapters on the topics of N.N.C. 12, 24, 26, BIM, FMS, and all other applicable laws and policies.
4. Assist Chapter Officials and Chapter Administration understand and segregate their duties in order to help the Chapters flourish and meet its local needs by training Chapter Officials and Chapter Administration on their roles and responsibilities to the Chapter.
5. Assist Chapters create annual proposed budget, create a uniform records and filing system forms, create flow charts, forms, outlines, diagrams, templates and establish timelines to meet Chapter budgeting deadlines, and implement community projects and local community directives.

6. Train and provide technical assistance to Chapter Officials to fill out their monthly compliance review forms, Chapters meeting claim forms, submitting timely Chapter meeting reports, proper attendance of each Chapter meeting for payment, assist Chapter Secretary/Treasurer develop a records system to allow the Chapter Secretary/Treasurer maintain complete and accurate records of all Chapter activities.
7. Train and provide technical assistance to Chapter Manager or Community Service Coordinator to provide timely quarterly financial reports and reconciled accounting reports to ASC and provide a fund accounting system backup report to the Office of Auditor General within ten calendar days following the end of the quarter.
8. Assist Chapters implement a time management system to ensure they meet their monthly and quarterly reporting deadlines.
9. Train and provide technical assistance to non-LGA certified and LGA certified Chapter Administrations to implement their fiscal and records section of the Navajo Nation Department of Justice Model Five Management System.
10. Assist Chapter maintain an accurate financial accounting system to track all Chapter funds.
11. Monitor and ensure implementation of the FMS as follows:
  - a. ASC shall monitor and ensure all Chapter funds comply with BIM, N.N.C. 12, 24, and 26 FMS, and all other applicable laws and policies;
  - b. ASC shall conduct a monthly review, and determine whether Chapters are fully implementing the FMS, and shall write up Chapters that are noncompliant;
  - c. ASC shall monitor all Chapter funds and bank accounts to ensure funds are expended appropriately;
  - d. Chapters that are noncompliant with the BIM may have its funds disbursement withheld;
  - e. ASC shall immediately file a written report of misuse of funds or intentional neglect to the appropriate authority which includes the Navajo Nation Department of Justice; and
  - f. ASC shall ensure that immediate disciplinary measures are initiated by the local direct supervisor in accordance with the Navajo Nation Personal Policies Manual or the FMS.
12. Assist and direct Chapters to contact CPMD to establish their Community Land Use Plan (CLUP) pursuant to N.N.C. 26 in the following ways:

- a. Assist Chapters understand their roles and responsibilities for its CLUP committees;
  - b. Train and provide technical assistance to Chapters in understanding zoning, zoning requirements, zoning laws and ordinances under N.N.C. 26;
  - c. Provide Chapters training on the purpose and objective of their land use variations within N.N.C. 26;
  - d. Assist Chapters understand the requirements and process to establish a Comprehensive Community Land Use Plan pursuant to 26 N.N.C. § 2004 et seq.
- 13. Train and provide technical assistance to Chapters that have a negative finding on audit reports and implement corrective measures to address their Corrective Action Plan (CAP).
  - 14. Assist and coordinate Chapter's payroll and tax liabilities.
  - 15. Assist Chapters with data entry and upload accounting and budget information into the governmental accounting software and online budget application.
  - 16. Carry out ASC's purposes and goals incorporated in Section II of this Plan of Operation.
  - 17. Carry out other responsibilities as assigned by the Department Manager.
- C. The Senior Program and Project Specialist (SPPS) shall:
- 1. Supervise ASC center staff members;
  - 2. Provide general administrative direction over the Community Service Coordinator (CSC);
  - 3. Implement supervisory, financial accountability and management responsibilities consistent with the Navajo Nation Personnel Policies Manual; and
  - 4. Provide technical assistance and training to Chapter Officials and Chapter staff to include, but not limited to monitoring Chapter finance, supervisory responsibilities, and human resources.
  - 5. Carry out other responsibilities as assigned by the Department Manager.
  - 6. Track the leave and work hours of the CSC and Account Maintenance Specialists (AMS).
- D. The Community Services Coordinator (CSC) shall:



1. Serve under the general administrative direction of the SPPS. The CSC shall be directly supervised by the designated supervising Chapter Official(s). The Chapter President, Vice-President and Secretary/Treasurer shall decide among themselves who shall provide direct local supervision over the CSC, and provide such decision in writing. In the event that the Chapter Official(s) fail to designate a direct local supervisor, the SPPS shall assume full direct local supervisory responsibility until such time the Chapter Official(s) takes appropriate measures to designate a local supervisor.

  - a. The “general administrative direction” provided by the SPPS shall mean providing administrative support and guidance to the supervising Chapter Official(s) to ensure that the CSC carries out the duties and responsibilities pursuant to this Plan of Operation, ensure compliance with budgetary matters pertaining to program activities, and other administrative duties consistent with this Plan of Operation and the Navajo Nation Personnel Policies Manual.
  - b. “Direct local supervision” shall mean ensuring that the CSC is carrying out the day-to-day duties and responsibilities of this Plan of Operation, approval of leave requests, travel authorizations, conducting annual performance evaluations, carrying out disciplinary actions, ensuring that the coordinator is adequately meeting the directives of the Chapter memberships regarding projects, proposals and planning activities, developing and implementing the Chapter’s FMS, and other local projects consistent with the membership directives pursuant to duly approved Chapter resolutions.
  - c. Disciplinary actions taken against the CSC shall be done by the direct local supervisor in accordance with the Navajo Nation Personnel Policies Manual, and upon review of the Navajo Nation Department of Justice.
2. Supervise Chapter AMS, Public Employment Participants, other Chapter staff and temporary volunteers;
3. Implement, supervise, and manage responsibilities consistent with the Navajo Nation Personnel Policies Manual; and
4. Assist the Chapter to achieve LGA certification in accordance with all applicable Navajo Nation laws and policies
5. Assist the Chapter in planning, preparing, implementing, and administering Chapter projects including but not limited to land withdrawals, proposals, and resolutions;
6. Train and provide technical assistance to Chapter Secretary/Treasurer so that finances are approved by the Chapter in accordance with Navajo Nation

policies;

7. Prepare financial reports and provide them to the Secretary/Treasurer for presentation at every Chapter meeting;
8. Assist in securing additional sources of revenue and income and other funding agencies;
9. Work with the Chapter Administration pursuant to applicable laws and policies set forth in the FMS, BIM, N.N.C. 12, 24, and 26 and all other applicable laws and policies of the Navajo Nation; and
10. Carry out other responsibilities as assigned by the appropriate Supervisor

**V. LEGISLATIVE OVERSIGHT**

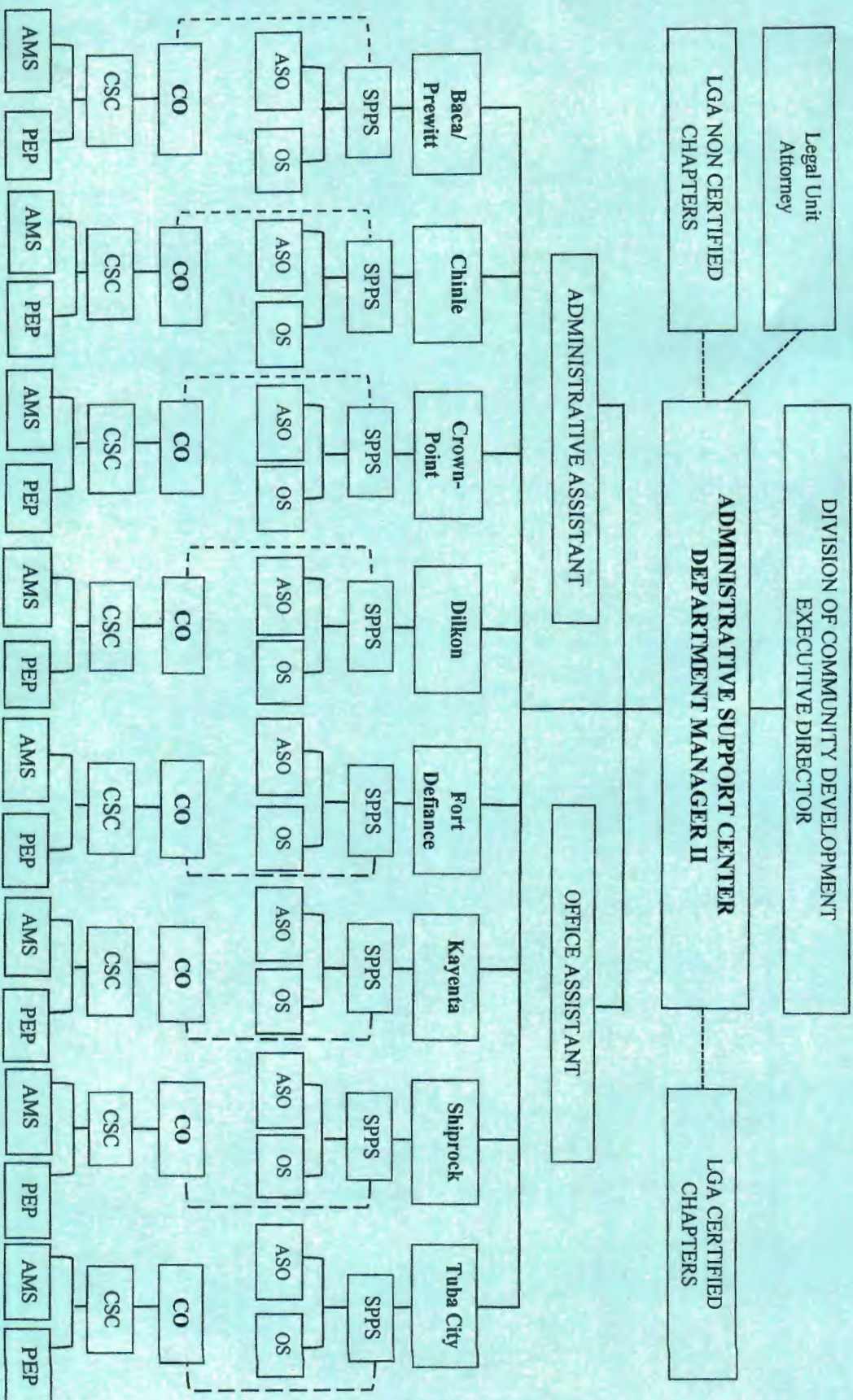
Pursuant to 2 N.N.C. §501(C), the ASC are under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council.

**VI. AMENDMENTS:**

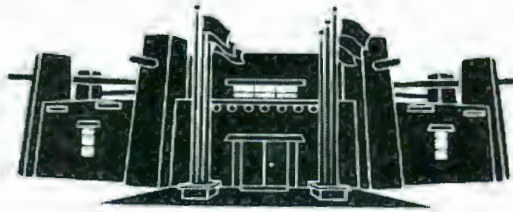
The section herein may be amended from time-to-time by the Resource and Development Committee of the Navajo Nation Council.



# DIVISION OF COMMUNITY DEVELOPMENT ADMINISTRATIVE SUPPORT CENTER ORGANIZATION CHART



SPPS = Senior Program/Project Specialist; ASO = Administrative Service Officer; OS = Office Specialist; CSC = Community Service Coordinator; and AMS = Account Maintenance Specialist; CO = Chapter Official



**MEMORANDUM**

TO: Honorable Walter Phelps  
Cameron, Coalmine Canyon, Birdsprings, Leupp, Tolani Lake Chapters

FROM: Mariana Kahn  
Mariana Kahn, Attorney  
Office of Legislative Counsel

DATE: August 6, 2018

SUBJECT: PROPOSED STANDING COMMITTEE RESOLUTION, AN ACTION  
RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE;  
AMENDING AND APPROVING THE PLAN OF OPERATION FOR THE  
ADMINISTRATIVE SERVICE CENTERS

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting.

Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge. Please ensure that this particular resolution request is precisely what you want. You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§301, 401, 501, 601 and 701. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.



THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0270-18\_\_\_\_\_ SPONSOR: Walter Phelps

TITLE: An Action Relating to Resources and Development Committee; Amending and Approving the Plan of Operation for the Administrative Service Centers

*Date posted:* August 6, 2018 at 5:01pm

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto:comments@navajo-nsn.gov)

Written comments may be mailed to:

Executive Director  
Office of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515  
(928) 871-7590

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

**Please note:** This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

**THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW SUMMARY**

**LEGISLATION NO.:** 0270-18

**SPONSOR:** Honorable Walter Phelps

**TITLE:** An Action Relating to Resources and Development Committee; Amending and Approving the Plan of Operation for the Administrative Service Centers

**Posted:** August 6, 2018 at 5:01pm

**5 DAY Comment Period Ended:** August 11, 2018

**Digital Comments received:**

<b>Comments Supporting</b>	<i>None</i>
<b>Comments Opposing</b>	<i>None</i>
<b>Inconclusive Comments (4)</b>	<i>1. Brenda Yazzie – Ramah Chapter 2. Priscilla Wayne 3. Martha Garcia 4. Racheal Arviso</i>



**Office Assistant  
Office of Legislative Services**

8.13.18 11:36am

**Date/Time**

# Legislation No. 0270-18

Ramah Chapter <ramah@navajochapters.org>

Ramah Chapter <ramah@navajochapters.o...

To

Add to Contacts

Dear Resource and Development Committee:

I am in agreement with the AMENDED Plan of Operation for Administrative Service Centers, Division of Community development EXCEPT that I am making the following comment:

## IV. AUTHORITIES, DUTIES AND RESPONSIBILITIES

### D. The CSC shall:

1. Serve under the general administrative direction of the SPPS. The CSC shall be directly supervised by the designated supervising Chapter Official(s). The Chapter President, Vice-President and Secretary/Treasurer shall decide among themselves who shall provide direct local supervision over the CSC, and provide such decision in writing. In the event that the Chapter Official(s) fail to designate a direct local supervisor, the SPPS shall assume full direct local supervisory responsibility until such time the Chapter Official(s) takes appropriate measures to designate a local supervisor.

### RECOMMENDATION:

Sanctioned Chapters and non-LGA certified chapters should not be supervised by Chapter Elected Officials since, they are only temporary staff that serve for only 4 years. Whereas, the CSC, AMS, OS (Chapter Administration Staff) are permanent positions and the NN Personnel Policies has to be taken into account when it pertains to Temporary personnel having to supervise permanent employees. It is especially critical when Chapter Officials mismanage funding just because they think they are "above the law" and tend to abuse their authority by being bullies and certain Chapter Officials have the notion of "its my way or the highway". Title 26 already clearly defines the Chapter Official's roles and responsibilities and that should be adhered to for ALL Non-Certified and Sanctioned Chapters until such time a chapter becomes certified. Furthermore, certain chapter officials push resolutions to leverage their supervisory positions and discourage Chapter Administration Staff to comply with the passed resolutions since, the "chapter membership" voted on it and certain resolutions are doable and some or not and as CSC's and AMS's, we are only following NN policies and procedures.

IV. C-4 Should be fully implemented by the SPPS.

Question: Is it mandatory for Chapter's to be LGA Certified?

Certain LGA Certified Chapters are not fully satisfied with being certified and are wanting to get un-certified and is there leeway or an option of getting un-certified if being certified is not working out for one's chapter.

Your thorough consideration of my comment will be appreciated and I being the CSC for Ramah Navajo Chapter have experienced first hand on the behavior of certain Chapter Officials who are very stubborn and insist on having work ethics that is 'ITS MY WAY OR THE HIGHWAY' and I have never worked with anyone within that arena before. Such a situation hinders the future outlook of one's community when you want to do community planning and it will never happen if there is "one bad apple in the basket"!

Submitted by: Brenda L. Yazzie, Community Services Coordinator  
Ramah Navajo Chapter



Priscilla Wayne  
P.O. Box 138  
Ramah, NM 87321

August 10, 2018

Executive Director  
Office  
of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515

Dear Resource and Development Committee;

Working with our Chapter CSC/AMS and Elected Officials in Ramah, I have come to the conclusion that the proposed Legislation No. 0270-18 should clearly be reviewed thoroughly. Ramah is currently sanctioned. Regrettably, I have to say that despite being sanctioned these public officials need to learn the Navajo Nation Laws and Regulations as they are elected to serve the public and be accountable for their actions. Public Elected Officials all take the oath to uphold the Laws of Navajo Nation. I don't see that here in Ramah and it is sad to see corruption currently. I am making the following comment on one section of the Plan of Operation of Proposed Legislation No. 0270-18.

*IV: Authorities, Duties and Responsibilities*

*D: Community Service Coordinator (CSC) Shall:*

*Serve under the general administrative direction of the SPPS.*

*The CS shall be directly supervised by the designated supervising Chapter Official(s). The Chapter President, Vice-President and Secretary/Treasurer shall decide among themselves who shall provide direct local supervision over the CSC and provide such decision in writing. In the event that the Chapter Official(s) fail to designate a direct local supervisor, the SPPS shall assume full direct local supervisory responsibility until such time the Chapter Official(s) takes appropriate measures to designate a local Supervisor.*

**Recommendation:**

Chapters who are sanctioned should not supervise the Community Service Coordinator until they are out of sanction. Supervision should be left to the ASC and/or Senior Program and Project Specialist.

Chapter Officials are temporary appointments and should not have the authority to supervise. The Navajo Nation personnel policy covers Chapter Staff, not Chapter Officials.

The Chapter Officials follow Title 26 where it clearly defines their roles and responsibilities.

*(Conflicts between the two different roles and responsibilities and policies)*

In the meantime IV. C-4 should fully be implemented:

*Provide technical assistance and training to Chapter Officials and Chapter staff to include, but not limited to monitoring Chapter finance, supervisory responsibilities, and human resources.*

**Question:**

Is it mandatory that all Chapter's must be LGA Certified? LGA needs to be updated as it has been tested for twenty years which should point out what works and what does not. This LGA Certification does not work for all Chapter and that needs to be reviewed. There has to be a clear distinction on the authority levels. *We don't want to have*

Recipient Name  
August 10, 2018  
Page 2

Misappropriation, fraud and abuse of Authority if Chapter's get certified. Navajo Nation laws must be clear and updated before any changes take effect.

Thank you for your sincere consideration upon comments submitted.

Sincerely:

A handwritten signature in cursive script, appearing to read "Priscilla Wayne".

Priscilla Wayne

Martha Garcia  
P.O. Box 15  
Pinehill, NM 87357

August 10, 2018

Executive Director  
Office  
of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515

Dear Resource and Development Committee;

I observed two meetings on the proposed Plan of Operation for Administrative Service Centers, the amended version by legal is a much better POO to understand and can be followed by all concerns. Due to what I have seen taking place at our sanction chapter, I am making the following comment on one section of the Plan of Operation of Proposed Legislation No. 0270-18.

*IV: Authorities, Duties and Responsibilities*

*D: Community Service Coordinator (CSC) Shall:*

*Serve under the general administrative direction of the SPPS.*

*The CS shall be directly supervised by the designated supervising Chapter Official(s). The Chapter President, Vice-President and Secretary/Treasurer shall decide among themselves who shall provide direct local supervision over the CSC and provide such decision in writing. In the event that the Chapter Official(s) fail to designate a direct local supervisor, the SPPS shall assume full direct local supervisory responsibility until such time the Chapter Official(s) takes appropriate measures to designate a local Supervisor.*

**Recommendation:**

Chapters who are sanctioned should not supervise the Community Service Coordinator until they are out of sanction. Supervision should be left to the ASC and/or Senior Program and Project Specialist. Further, Chapter Officials and Chapter staff must understand the Navajo Nation personnel policy prior to taking over the supervisory responsibility at the chapter level.

In the meantime IV. C-4 should fully be implemented:

*Provide technical assistance and training to Chapter Officials and Chapter staff to include, but not limited to monitoring Chapter finance, supervisory responsibilities, and human resources.*

Question: Is it mandatory that all Chapter's must be LGA Certified? LGA needs to be updated as it has been tested for twenty years which should point out what works and what does not. Thank you for your sincere consideration upon comments submitted.

Sincerely:

  
Martha Garcia

## Legislation 0270-18

Rachael Arviso <rarviso@omb.navajo-nsn.gov>

Tue 8/7/2018 10:47 AM

To: comments <comments@navajo-nsn.gov>;

Per the DCD-ASC organization chart "PEP" is not identified (at the bottom of the page). Also PEP is not clarified within the resolution. It should be included to clarify those roles/positions.

My thoughts...

Rachael

**RESOURCES AND DEVELOPMENT COMMITTEE  
23rd NAVAJO NATION COUNCIL**

**FOURTH YEAR 2018**

**COMMITTEE REPORT**

Mr. Speaker,

The **RESOURCES AND DEVELOPMENT COMMITTEE** to whom has been assigned:

**Legislation # 0270-18:** An Action Relating to Resources and Development Committee; Amending and Approving the Plan of Operation for the Administrative Service Centers. *Sponsor: Honorable Walter Phelps*

Has had it under consideration and reports a **DO PASS** with the following amendment;

Delete **Exhibit "1"** and incorporated the attached revised plan of operation as the new Exhibit "1" to the legislation.

And thereafter approved the resolution.

Respectfully submitted,



Alton Joe Shepherd, Chairperson  
Resource and Development Committee of  
the 23<sup>rd</sup> Navajo Nation Council

Date: August 22, 2018

Meeting Location: OLS-Budget and Finance Conference Room, Window Rock, Arizona

**MAIN MOTION:** Benjamin Bennett      S: Leonard Pete      V: 3-1-1 (CNV)

**YEAS:** Benjamin Bennett, Leonard Pete and Walter Phelps

**NAYS:** Davis Filfred

**EXCUSED:** Jonathan Perry

**TABLED TEMPORARILY:**

Motion: Walter Phelps      S: Davis Filfred      Vote: 4-0-1 (CNV)

**YEAS:** Benjamin Bennett, Davis Filfred, Leonard Pete and Walter Phelps

**NAYS**

**EXCUSED:** Jonathan Perry



Legislation # 0279-18  
Date: August 22, 2018

**MOTION FOR RECONSIDERATION:**

Motion: Walter Phelps                      S: Leonard Pete                      Vote: 4-0-1 (CNV)  
YEAS: Benjamin Bennett, Davis Filfred, Leonard Pete and Walter Phelps  
NAYS  
EXCUSED: Jonathan Perry

**AMENDMENT # 1:**

Motion: Walter Phelps                      S: Leonard Pete                      Vote: 4-0-1 (CNV)  
YEAS: Benjamin Bennett, Davis Filfred, Leonard Pete and Walter Phelps  
EXCUSED: Jonathan Perry

**PLAN OF OPERATION**

**ADMINISTRATIVE SERVICE CENTERS  
DIVISION OF COMMUNITY DEVELOPMENT**

**I. ESTABLISHMENT**

In 2016, the Resources and Development Committee, by *Resolution RDCO-77-16*, established the Administrative Service Centers (ASC) within the Division of Community Development (Division) of the Navajo Nation.

**II. DEFINITIONS**

A. For the purpose of the Plan of Operation, the following definitions shall apply:

1. Chapter Administration are employees and staff refers to both non-LGA and LGA certified Chapters.
2. Chapter Administration Employees are employees at non-LGA certified Chapters, including but is not limited to the following positions: Community Service Coordinator (CSC), Accounts Maintenance Specialist (AMS), and Office Specialist.
3. Chapter Administrative Staff are employees at LGA certified Chapters, including but is not limited to the following positions: Chapter Manager (CM), Administrative Assistant (AA), and Office Assistant.
4. Chapter Temporary Staff are temporary employees at all Chapters, including but not limited to the position of Public Employment Program (PEP) worker.

**III. PURPOSE AND GOALS**

A. The purpose of the ASC is to:

1. Provide technical assistance and training for Chapters to become self-governing units of local government;
2. Monitor and ensure Chapters comply with all Navajo Nation fiscal policies, procedures, and laws when tracking, receiving, allocating, and expending all funds;
3. Assist Chapters in establishing sustainable Chapter operations; and
4. Assist Chapters in preserving public trust in the government.

B. The goals of the ASC are to:

1. Train and provide technical assistance to Chapters by incorporating the Local Governance Act (LGA), 26 N.N.C. §§ 1 *et seq.*, into the Chapter's policies and procedures. This is to be done by:
  - a. Providing technical assistance, administrative support, professional development, customer service, leadership training, and financial management training to support accountable administrative and fund management systems;
  - b. Training and providing technical assistance to Chapters as they create and implement a sustainable records management system to protect confidential information;
  - c. Training Chapters on how to appropriate and use funds and allocations in accordance with all Navajo Nation, federal and state laws; protect funds and property; and report misuse of Chapter funds and property;
  - d. Assisting Chapter Officials and the Chapter Administration in the implementation and development of collaborative community projects;
  - e. Assisting Chapters with coordination between Chapter Officials, Chapter Administration and a Chapter's membership in order to implement the Five Management System (FMS), and other Navajo Nation laws and policies so that the Chapter may run an efficient local government unit;
  - f. Assisting Chapters with the coordination of quarterly Chapter training, and providing technical assistance to Chapter Officials and Chapter Administration to improve their Chapter legislative and administrative functions, including but not limited to writing, recording, and submitting Chapter meeting minutes, resolutions, and policies;
  - g. Training and providing technical assistance to Chapters on how to maintain or increase quorum requirements;
  - h. Facilitating and coordinating with Chapters to contact, collaborate with, and establish rapport with the Navajo Nation departments when developing and updating their Community Land Use Plan (CLUP) pursuant to 26 N.N.C. §§ 1 *et seq.*; and
  - i. Preparing Chapters to become LGA certified with an approved FMS, and assisting LGA certified Chapters in incorporating and implementing NNDPM policy and the FMS.
2. Enhance Administrative Support by:
  - a. Assisting Chapters with pre-procurement activities, including working with the Business Regulatory Department (BRD) to comply with the Navajo Business Opportunity Act (NBOA) and other procurement and contract requirements pursuant to 26 N.N.C. §§ 2002 *et seq.*, as well as complying with the Chapter's Five Management System (FMS) and the Budget Instruction Manual

- (BIM) and/or Budget Policies Manual (BPM);
  - b. Assisting Chapters in conducting and recording the physical inventory of all Chapter assets;
  - c. Assisting Chapters in conducting their daily Chapter operations in accordance with the FMS, BIM and/or BPM, Navajo Nation Personnel Policies, and other applicable Navajo Nation laws, policies, and procedures; and
  - d. Providing technical assistance and training to Chapters to locate, use, and fill out proper forms, reports, and templates prescribed by Navajo Nation laws and policies.
3. Enhance Professional Development and Team Building by:
- a. Conducting or coordinating training to improve work performance and workplace relations through team building and leadership;
  - b. Providing technical and training assistance to the Chapter Administration on how to provide friendly and professional customer service to its community members; and
  - c. Coordinating training for Chapter Officials and Chapter Administration on how to report issues involving ethical misconduct and misbehavior to the appropriate authorities.
4. Promote Financial Accountability by:
- a. Assisting Chapters with the development of an efficient financial system by monitoring and ensuring all funds appropriated to Chapters are accounted for and expended in compliance with each Chapter's approved budget, and are disbursed, recorded, reconciled and monitored in accordance with all applicable Navajo Nation, federal, and state laws;
  - b. Training and providing technical assistance to Chapter Officials and Chapter Administration in meeting their monthly and quarterly reporting requirements, including accurately reporting and documenting the use of Chapter funds, and in reconciling Chapter budgets and expenditures;
  - c. Training and providing technical assistance to Chapters on how to maintain and safeguard all Chapter funds and assets in accordance with all applicable Navajo Nation laws, policies, and procedures;
  - d. Monitoring and ensuring all Chapter budgets and expenditures comply with applicable Navajo Nation laws, policies, and procedures, and reporting noncompliant Chapter activities to the appropriate authorities; and
  - e. Assisting Chapters with implementing Corrective Action Plan (CAP) related to audits, providing training to help Chapters correct any audit findings, and implement corrective measures for a successful response to an audit.

#### **IV. PERSONNEL AND ORGANIZATION**

##### **A. PERSONNEL**

1. The Division Executive Director shall designate the ASC Department Manager to oversee the operation of the ASC and the non-LGA Certified Chapter Administration employee in accordance with applicable Navajo Nation laws and policies.
2. The ASC Department Manager, with the concurrence of the Division Executive Director, shall hire additional professional, technical, and administrative positions as needed to carry out the organizational purposes, goals, authorities, duties, and responsibilities of the ASC.
3. The Senior Program and Project Specialist (SPPS):
  - a. The ASC Department Manager, with the concurrence of the Division Executive Director, shall hire the SPPS in accordance with the Navajo Nation Personnel Policies Manual (NNPPM).
  - b. The ASC Department Manager shall supervise the SPPS.
  - c. The SPPS shall report and be responsible to the ASC Department Manager and/or Division Executive Director; and
  - d. The SPPS's duties and responsibilities are as outlined in Section V of this Plan of Operation, and are to be performed in keeping with all applicable Navajo Nation laws, policies, and procedures.
4. The Community Service Coordinator's (CSC) duties and responsibilities are as outlined in Section V of this Plan of Operation, and are to be performed in keeping with all applicable Navajo Nation laws, policies, and procedures.
5. The ASC Department Manager or Division Executive Director may establish additional positions in accordance with the NNPPM and all applicable Navajo Nation laws, policies, and procedures.
6. The ASC shall provide technical assistance to LGA certified Chapters in keeping with applicable Navajo Nation laws, policies, and procedures, including but not limited to that Chapter's FMS.
7. The ASC shall be staffed to accomplish the purpose, goals, authorities, duties, and responsibilities as provided herein.

##### **B. ORGANIZATION**

1. The Central ASC Administration:



- A. ASC Department Manager will manage the ASC Central Administration office location and supervise ASC staff. If the ASC Department Manager is unavailable, then the Division Executive Director shall take on these responsibilities.
  - B. The Central ASC staff shall consist of the following personnel:
    - (1) ASC Department Manager,
    - (2) Chapter legal services through the Navajo Nation Department of Justice (NNDOJ),
    - (3) Administrative Assistant (AA),
    - (4) Office Assistant (OA), and
    - (5) other Staff hired when applicable and in keeping with Navajo Nation laws, policies, and procedures.
  - C. The ASC Center staff consists of the following personnel:
    - (1) Senior Programs and Project Specialist (SPPS),
    - (2) Office Specialist (OS),
    - (3) Administrative Service Officer (ASO), and
    - (4) other Staff hired when applicable in keeping with the Navajo Nation laws, policies, and procedures.
  - D. The ASC shall with the concurrence of the Division's Executive Director may establish additional centers in keeping with Navajo Nation laws, policies, and procedures.
2. The Organizational Chart for the ASC is included as Attachment "A." The Organizational Chart details how the ASC is to work with Chapter Officials, Chapter Administration Employees, Chapter Administration Staff to provide technical assistance, as provided for herein.

## **V. AUTHORITIES, DUTIES AND RESPONSIBILITIES**

- A. The ASC Department Manager shall:
  - 1. Develop and implement the overall administrative policies and procedures necessary for effective management of the ASC.
  - 2. The ASC Department Manager shall supervise the following staff assigned to one of the ASC centers:
    - (1) Senior Programs and Projects Specialist;
    - (2) Administrative Service Officer;
    - (3) Office Specialist; and
    - (4) Other Staff as deemed necessary by ASC Manager.
  - 3. Conduct periodic reviews and evaluations of ASC employees in keeping with the NNPPM.

4. Represent the ASC to the Navajo Nation.
5. Prepare and present the annual ASC operating budget to the Navajo Nation President and appropriate committees of the Navajo Nation Council.
6. Develop working relationships between Chapter Officials, Chapter Administration, ASC personnel, the Chapters, Navajo Nation Departments, Navajo Nation Divisions, and Navajo Nation Agencies.
7. Obtain legal services through the Department of Justice.
8. Carry out other responsibilities as assigned by the Division's Executive Director.

B. The Senior Program and Project Specialist (SPPS) shall:

1. Supervise the ASC staff at their assigned ASC, subject to the ASC Department Manager or Division Executive Director's direction;
2. Provide general administrative direction to the Community Service Coordinators (CSC), as provided herein;
3. Provide technical assistance and training to Chapter Officials, Chapter Administrative Employees, and Chapter Temporary Staff at non-LGA certified Chapters;
4. Provide technical assistance and training to Chapter Officials, Chapter Administrative Staff, and Chapter Temporary Staff at LGA certified Chapters;
5. Ensure financial accountability consistent with the Navajo Nation laws, policies, and procedures;
6. Provide technical assistance and training to Chapter Officials on how to supervise CSCs, properly conduct Chapter meetings, fully implement the FMS, and work with the Resources & Development Committee (RDC) of the Navajo Nation Council.
7. Track all working and non-working time of the Community Service Coordinators and Account Maintenance Specialists (AMS); and
8. Carry out other responsibilities as assigned by the ASC Department Manager or Division Executive Director.

C. The Community Service Coordinator (CSC) shall:

1. For purpose of this subsection, the following definitions will apply:
  - A. The "General Administrative Direction" provided by the SPPS shall mean providing administrative support and guidance to the supervising Chapter Official(s) to ensure that the CSC carries out

- their duties and responsibilities in keeping with this Plan of Operation, ensure compliance with budgetary matters pertaining to program activities, and ensure compliance with other administrative duties in keeping with this Plan of Operation and the NNPPM.
- B. “Direct Local Supervision” shall mean ensuring that the CSC is carrying out the day-to-day duties and responsibilities of this Plan of Operation, including but not limited to approval of leave requests and travel authorizations; conducting annual performance evaluations; carrying out disciplinary actions; ensuring that the coordinator is adequately meeting the directives of the Chapter’s membership regarding projects; monitoring proposals and planning activities; developing and implementing the Chapter’s FMS, and other local projects in keeping with the Chapter membership’s directives pursuant to duly approved Chapter resolutions.
  - C. Direct Local Supervisor shall be the person designated by the Chapter Officials.
2. Serve under the general administrative direction of the SPPS. The designated supervising Chapter Official(s) shall provide Direct Local Supervision of the CSC. This designation shall be decided between the Chapter President, Vice-President and Secretary/Treasurer. Notice of such decision shall be provided in writing to ASC and the CSC immediately. In the absence of a designation of a Direct Local Supervisor, the SPPS shall have full direct supervisory responsibility until such time as the Chapter Official(s) take appropriate measures to designate a Direct Local Supervisor. Disciplinary actions taken against the CSC shall be done by the Direct Local Supervisor in accordance with the NNPPM, or the SPPS if no designation has been made, and following review by the NNDOJ.
  3. Supervise the Chapter’s Accounts Maintenance Specialist, Public Employment Program participants, as well as any other Chapter employees and temporary staff and volunteers.
  4. Implement the Chapter’s policies, supervise other employees and volunteers, and manage their responsibilities in keeping with the NNPPM.
  5. Assist the Chapter in achieving LGA certification, in compliance with all applicable Navajo Nation laws and policies.
  6. Assist the Chapter in planning, preparing for, implementing, and administering Chapter projects including but not limited to land withdrawals, proposals, and resolutions.
  7. Coordinate with the Chapter Secretary/Treasurer so that all financial expenditures are lawfully approved by the Chapter in accordance with Navajo Nation laws, policies, and procedures.

8. Prepare financial reports and provide them to the Secretary/Treasurer for presentation at every Chapter meeting.
  9. Assist Chapters with securing additional sources of revenue and income, including from funding agencies.
  10. Carry out other responsibilities as assigned by the Direct Local Supervisor in accordance with applicable Navajo Nation laws, policies, and procedures including but not limited to the FMS and the BIM and/or BPM.
- D. The Administrative Service Center (ASC) shall have the following duties and responsibilities:
1. Develop rules and policies for the implementation of this Plan of Operation that are consistent with Navajo Nation laws, policies, and procedures.
  2. Monitor and ensure all Chapter budgets and expenditures comply with applicable Navajo Nation laws, policies, procedures, and any other related agreements.
  3. Provide hands-on training to Chapter Administration on the correct process for entering data into the Woven Integrated Navajo Data (WIND) system and the Chapter's fund management system.
  4. Coordinate and provide various types of training for Chapters at least once per quarter.
  5. Help Chapter Officials and Chapter Administration Employees or Chapter Administration Staff with understanding and segregating their duties so that they can help their Chapters flourish and meet local needs.
  6. Provide quarterly training to Chapter Officials and Chapter Administration Employees or Chapter Administration Staff on their roles and responsibilities within the Chapter.
  7. Assist Chapters in the creation of an annual proposed budget, uniform records, and filing systems; in the creation of flowcharts, forms, outlines, diagrams, templates, and timelines to meet the Chapter's budgeting deadlines; and in implementing community projects and local community directives.
  8. Train and provide technical assistance to Chapter Officials on how to fill out their monthly compliance review forms and Chapter meeting claim forms; how to complete and submit timely Chapter meeting reports, and reports on attendance at each Chapter meeting for payment of attendees.



9. Assist the Chapter Secretary/Treasurer in developing record systems that allow the Chapter Secretary/Treasurer to maintain complete and accurate records of all Chapter activities.
10. Train and provide technical assistance to Chapter Administration Employees or Chapter Administration Staff on how to provide timely quarterly financial reports and reconciled accounting reports to ASC, and provide fund accounting system backup reports to the Office of Auditor General within ten calendar days following the end of each quarter as required by FMS and/or BIM and/or BPM.
11. Assist Chapters with implementing a time management system to ensure they meet their monthly, quarterly, or other reporting deadlines.
12. Train and provide technical assistance to non-LGA certified Chapter Administration Employees on how to implement the Fiscal and Records section of the NNDOJ Model FMS, or BIM and/or BPM.
13. Train and provide technical assistance to LGA certified Chapter Administration staff on proper usage of their FMS.
14. Assist Chapters with maintaining an accurate fund management system that tracks all Chapter funds in accordance with Navajo Nation laws, policies, and procedures.
15. Monitor and ensure implementation of the FMS and/or BIM and/or BPM as follows:
  - a. Monitor and ensure all expenditures of Chapter funds comply with all applicable Navajo Nation laws, policies and procedures;
  - b. Conduct a monthly review of Chapter activities, to determine whether Chapters are fully implementing their FMS and/or BIM and/or BPM, and provide notice to Chapters that are noncompliant.
  - c. Where a Chapter does not comply with the FMS and/or BIM and/or BPM within one month of ASC providing notice to the Chapter of their noncompliance, ASC may then notify and work with the Office of the Controller and the Office of the Auditor General to withhold release of future Chapter funds.
  - d. Where misuse of funds or intentional neglect activity is found, ASC shall immediately file a written report of such activity to the appropriate authority, including the NNDOJ.
  - e. Where noncompliance activity is found, ASC shall ensure that immediate disciplinary measures are initiated by the Direct Local Supervisor in accordance with the NNPPM or FMS and BIM and/or BPM.



- f. Monitor all Chapter funds and bank accounts to ensure funds are expended appropriately.
- 16. Assist Chapters in their communication with the Capital Projects Management Department (CPMD) of the Division of Community Development, with regards to the Chapter's Community Land Use Plan (CLUP) pursuant to 26 N.N.C. §§ 1 *et seq.* in the following ways:
  - a. Train Chapters on the requirements and processes needed to establish a comprehensive CLUP;
  - b. Help Chapters understand the roles and responsibilities of its CLUP committees;
  - c. Train and provide technical assistance to Chapters on zoning, zoning requirements, zoning laws and ordinances, and leasing best practices; and
  - d. Train Chapters on the purpose and objective of their land use variations.
- 17. Train and provide technical assistance to Chapters with have findings following an audit, to promote implementation of corrective measures contained in their Corrective Action Plan (CAP) pursuant to the BIM and/or BPM.
- 18. Provide technical assistance to Chapters to coordinate their payroll and tax liabilities.
- 19. Assist Chapters with data entry and uploading accounting and budget information into the Navajo Nation's governmental accounting software and online budget application.
- 20. Implement ASC's purposes, goals, and objectives as provided herein.
- 21. Carry out other responsibilities as assigned by the ASC Department Manager or the Division Executive Director.

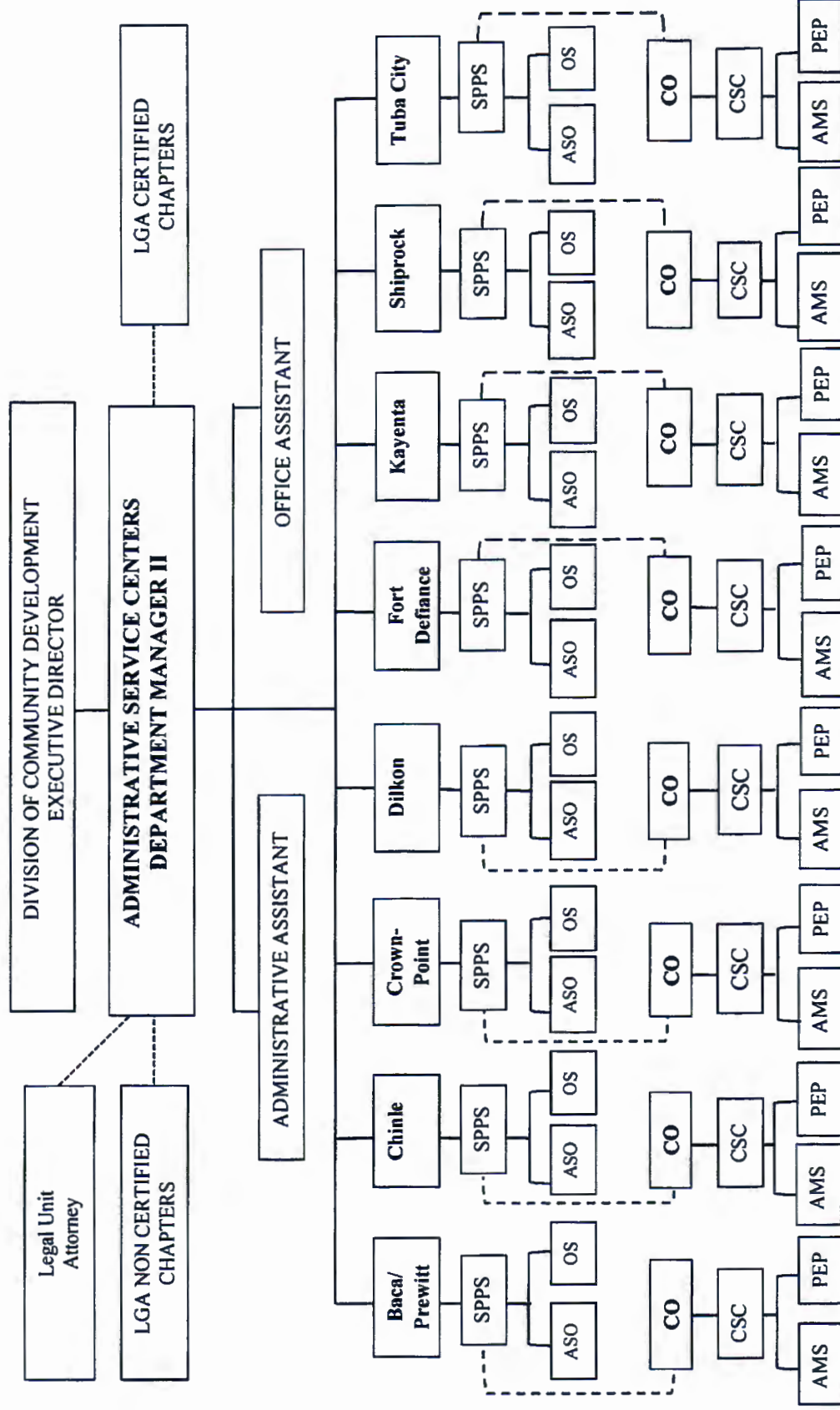
## **VI. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C. § 501 (C), the ASC are under the legislative oversight of the Resources and Development Committee of the Navajo Nation Council.

## **VII. AMENDMENTS:**

This Plan of Operation may be amended from time-to-time by the Resources and Development Committee of the Navajo Nation Council upon recommendation of the Administrative Service Center.

# DIVISION OF COMMUNITY DEVELOPMENT ADMINISTRATIVE SERVICE CENTERS ORGANIZATION CHART



SPPS = Senior Program/Project Specialist; ASO = Administrative Service Officer; OS = Office Specialist; CSC = Community Service Coordinator; and AMS = Account Maintenance Specialist; CO = Chapter Official

## **RESOURCES AND DEVELOPMENT COMMITTEE**

### **Regular Meeting**

**August 22, 2018**

#### **ROLL CALL**

#### **VOTE TALLY SHEET:**

**Legislation # 0270-18:** An Action Relating to Resources and Development Committee; Amending and Approving the Plan of Operation for the Administrative Service Centers. *Sponsor: Honorable Walter Phelps*

**MAIN MOTION:** Benjamin Bennett      S: Leonard Pete      V: 3-1-1 (CNV)  
YEAS: Benjamin Bennett, Leonard Pete and Walter Phelps  
NAYS: Davis Filfred  
EXCUSED: Jonathan Perry

#### **TABLED TEMPORARILY:**

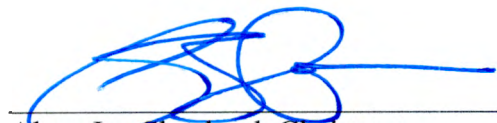
Motion: Walter Phelps      S: Davis Filfred      Vote: 4-0-1 (CNV)  
YEAS: Benjamin Bennett, Davis Filfred, Leonard Pete and Walter Phelps  
NAYS  
EXCUSED: Jonathan Perry

#### **MOTION FOR RECONSIDERATION:**

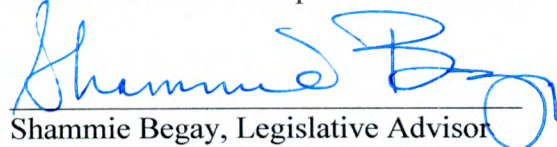
Motion: Walter Phelps      S: Leonard Pete      Vote: 4-0-1 (CNV)  
YEAS: Benjamin Bennett, Davis Filfred, Leonard Pete and Walter Phelps  
NAYS  
EXCUSED: Jonathan Perry

#### **AMENDMENT # 1:**

Motion: Walter Phelps      S: Leonard Pete      Vote: 4-0-1 (CNV)  
YEAS: Benjamin Bennett, Davis Filfred, Leonard Pete and Walter Phelps  
EXCUSED: Jonathan Perry



Alton Joe Shepherd, Chairman  
Resources and Development Committee



Shammie Begay, Legislative Advisor  
Resources and Development Committee